

# MILES CITY JOB FAIR

**TUESDAY, APRIL 17, 2018 • 11 A.M. - 4 P.M.**  
(Employer table set-up time begins at 9:30 A.M.)

## **Miles Community College Centra**

2715 Dickinson Street, Miles City

### **Cost for the event is \$50**

This includes table with 2 chairs  
(Plus \$20 extra if you require electricity)

Our event provides you the opportunity to interview job seekers for employment and available programs as well as build an applicant pool. It also provides job seekers of all ages the opportunity to contact employers and community resources.

**To participate, complete the attached Registration form, enclose your payment of \$50**  
(plus \$20 more if you requested electricity) and return it to:

Anne Anderson, Miles Community College,  
2715 Dickinson St., Miles City, MT 59301.

If you have questions, please contact: Cindy Erickson at (406) 232-8349 • [cerickson@mt.gov](mailto:cerickson@mt.gov)  
or Anne at 874-6151 • [andersona@milesccl.edu](mailto:andersona@milesccl.edu)

Miles City Job Fair is sponsored by



Miles City Tourism and  
Business Improvement District

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Company Name \_\_\_\_\_ Contact Person \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Email \_\_\_\_\_

Do you currently have open positions in your company? \_\_\_\_\_ If yes, what positions are open? Please be specific so we can market this information to job seekers:

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## WE PROVIDE:

- Conference Table in an 8-foot space
- 2 chairs
- Wi-Fi Connection
- Refreshment Booth

## YOU NEED:

- Table Covering
- Recruitment Materials and Applications
- Promotional Items
- Educational literature
- Electrical cords if needed for displays

## Special Service Available:

**CHECK HERE** if you need an electrical outlet for your booth (There is a \$20 charge for electricity and vendor is responsible to bring electrical cords)

Please identify display size and any other special needs to help us in assigning booths (such as height requirements, pairing up with another exhibitor, etc.):

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## BOOTHS/EXHIBITS:

**Registration fee is \$50.** The installation of booths/exhibits can begin at 9:30 a.m. on April 17, 2018. Booths **must be paid in full and set up must be complete by 11 a.m.** Businesses must have their displays in place until the final closing time of the Fair to allow all Job Seekers the opportunity to visit the complete fair. It is the purpose of the Fair and understood by the exhibitor, that only services and products that are pertinent to employment, training and assistive services shall be displayed, demonstrated or explained. All exhibits must remain in the confines of their own space. Booths must be staffed during all hours of the event. Selling products over-the-counter on a carry out basis is prohibited. Exhibitors needing to cancel must do so by April 6 to receive a full refund. Cancellations received after that date will forfeit their refund. **For planning purposes, please RSVP to us by April 6.**

Please mail your completed form and payment of \$50 (plus \$20 more if you requested electricity) to:

Anne Anderson  
Miles Community College  
2715 Dickinson St.  
Miles City, MT 59301  
Or email to andersona@milesccl.edu

Checks should be made payable to MILES COMMUNITY COLLEGE  
Credit Card payments can be accepted – just call Anne at 874-6151